

LANCASTER COUNTY NURSING ASSISTANT II

NATURE OF WORK

This is routine nursing work with the added responsibility of distributing and administering medications to residents of a county operated skilled and intermediate care facility.

Work involves counting, distributing and administering medications to residents on an assigned shift based upon physicians' orders. Work also involves assisting residents requiring help with feeding, bathing, dressing, undressing and personal hygiene care; assisting residents with exercise activities; maintaining clean, dry bed linens and clothing for residents; observing and reporting obvious physical and behavioral abnormalities; and taking and recording resident vital signs. This class is distinguished from Nursing Assistant I's based on the added responsibility for preparing and dispensing medications; however, an employee of this class will perform the full range of duties of the Nursing Assistant I class. Supervision is received from a nursing professional with work being reviewed in the form of the effectiveness of health care services provided as well as completeness and accuracy demonstrated in documenting services.

EXAMPLES OF WORK PERFORMED

Count, distribute, and administer oral and topical medications to residents on an assigned shift per physicians' orders; change dressings, and perform other treatments as directed by Nursing Supervisor (R.N.).

Follow prescribed nursing care policies and procedures when assisting residents requiring help with feeding, bathing, dressing, undressing and personal hygiene care; assist residents with exercise activities as ordered by physician and directed by physical therapy staff.

Observe and report obvious physical and behavioral abnormalities; obtain and record residents' blood pressure, temperature, pulse, respirations and weight; record observable information describing residents' physical and mental status; maintain clean, dry bed linens and clothing for residents.

Observe required resident care and other work to be done while dispensing medication; notify available staff of needed action.

Prepare a variety of forms and reports including resident status charts, nursing summaries, incident reports, and medication charts.

Maintain cleanliness of work area and equipment including bedpans, urinals, basins, wheelchairs and geri-chairs; remove soiled laundry and appropriately discard soiled disposals.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the basic principles and practices of patient care procedures and techniques.

Knowledge of medication types and ability to administer medication to residents based upon physician's orders.

Some knowledge of the aging process and problems associated with nursing home confinement.

Ability to perform heavy lifting.

Ability to maintain accurate records reflecting geriatric health care services provided.

Ability to establish and maintain effective working relationships with residents, co-workers and the general public.

Ability to understand and follow both oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school with experience in administering medications and providing routine geriatric care to residents of a nursing home facility, and successful completion of the Care Staff Member Training Program.

MINIMUM QUALIFICATIONS

Graduation from a senior high school with some experience in providing routine geriatric care to residents of a nursing home facility or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

* As per requirements of the State of Nebraska, employees must successfully complete a Basic Resident Care Course and an Advanced Care Course approved by the State Department of Health.

* Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised: 10/96

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